

Microsoft WordArt Formatting



The Toolbar

If the WordArt toolbar is not visible, choose **View > Toolbars > WordArt** from the main toolbar.

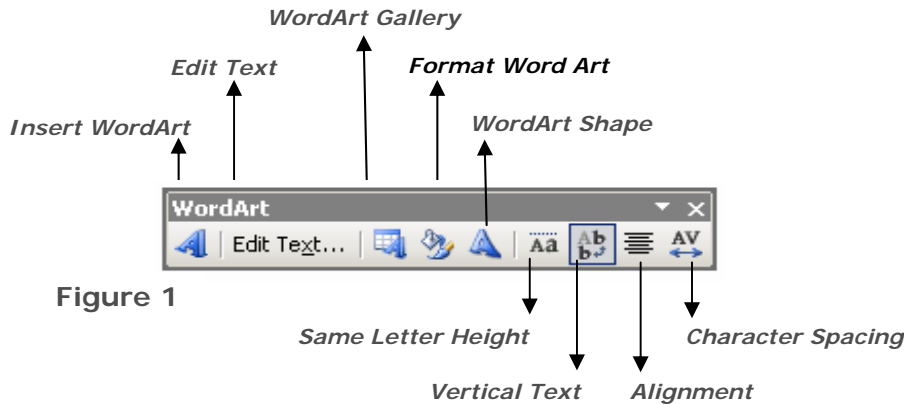


Figure 1

Summary

The Toolbar Formatting WordArt

1. Color and Lines
 - The Palette
 - More & Custom
 - Fill Effects
2. Size
3. Position
4. Picture

Formatting WordArt

1. Click on the WordArt you wish to modify.
2. Click on the **Format Word Art** icon. The Format Word Art window will appear.

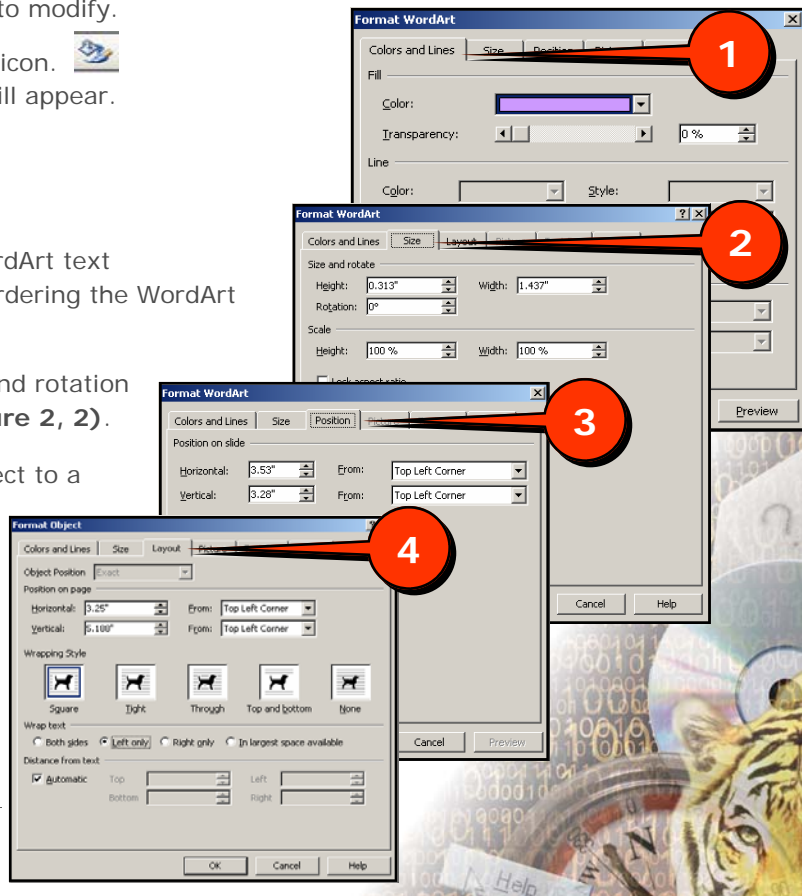
In this window, you can:

- Change the color of the WordArt text (**Figure 2, 1**) and Lines bordering the WordArt text, if applicable.
- Manipulate the size, scale and rotation of the WordArt object (**Figure 2, 2**).
- Reposition the WordArt object to a specific location on the page (**Figure 2, 3**).



In some programs, a layout tab may also appear (**Figure 2, 4**). Choose how text or other items on the page are to appear relative to the WordArt object.

Figure 2



Color and Lines

The fill feature allows the user to designate what will be shown inside of the border of the WordArt text.

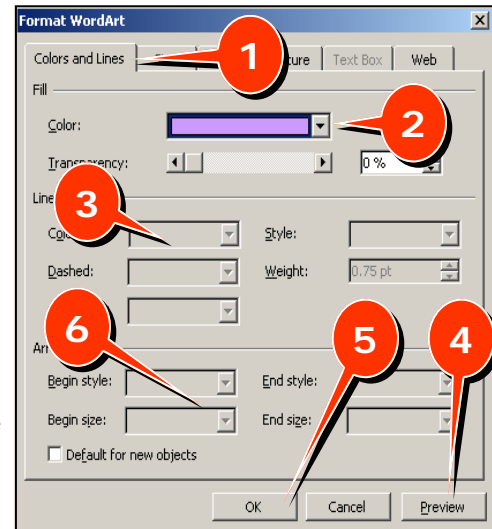
Figure 3

The Pallet

1. Click the **Format WordArt** icon.
2. Click on the **Colors and Lines** tab in the Format WordArt window (**Figure 3, 1**).
3. Click the **Down Arrow** to the right of Color (**Fig 3, 2**).
4. Choose a color from this pallet (**Fig 3, 3**).

★ If given the choice, click **Preview** (**Fig 3, 4**). If you are unsure of the outcome and would like to see the effect before committing to it.

5. Click **OK** (**Fig 3, 5**) if you are satisfied with the choice.



More Colors & Custom Colors

If you want to choose from more colors than the pallet offers:

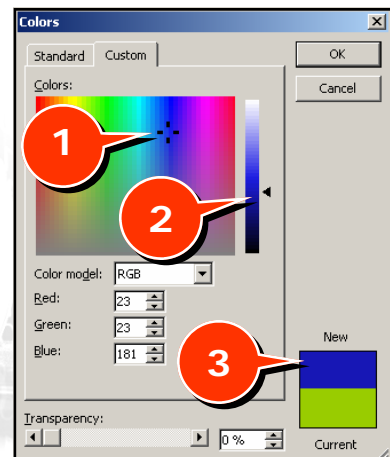
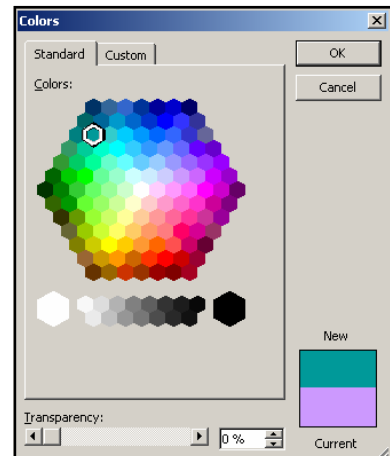
More Colors

1. Click **More Colors**.
2. **Choose** a Standard color from under the Standard Tab (**Fig 4, top**).
3. Click **OK** in the Colors window.
4. Click **OK** in the Format WordArt window (**Fig 3, 5**) if the choice is satisfactory.

Custom Color

1. Click the **Custom Tab** on the Colors window.
2. Click inside of the Colors pallet near the color you wish to choose. The area will be surrounded by four black lines (**Figure 4, 1**).
3. Choose a color from within the range of colors by using the black arrow (**Fig 4, 2**). As you slide the black arrow north and south, the New box color (**Fig 4, 3**) will change accordingly.
4. Click **OK** in the Colors window.
5. Click **OK** in the Format WordArt window (**Fig 3, 5**) if the choice is satisfactory.

Figure 4



Fill Effects

1. Click the **Format WordArt** icon.
2. Click on the **Colors and Lines** tab in the Format WordArt window (**Figure 5, 1**).
3. Click the **Down Arrow** to the right of Color (**Fig 5, 2**).
4. Click **Fill Effects**. The Fill Effects window will appear.
5. Choose the Fill for the WordArt object:
 - Click on the **Gradient** tab (**Figure 6, 1**) to blend colors, choose preset color schemes, choose shading styles and alter the transparency of a color/color scheme.
 - Click on the **Texture** tab (**Fig 6, 2**) to choose a preset texture.
 - Click on the **Pattern** tab (**Fig 6, 3**) and choose a pattern along with the Foreground and Background colors for the pattern.
6. Click **OK** in the Fill Effects window.
7. Click **OK (Fig 5, 5)** in the Format WordArt window if the choice is satisfactory.

Figure 5

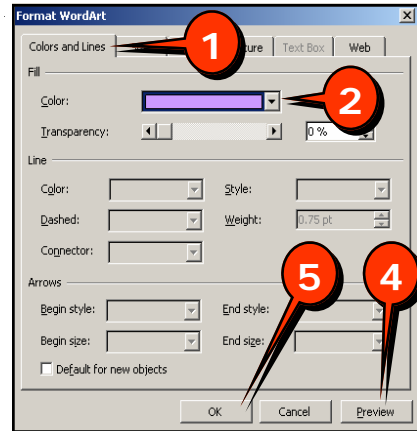
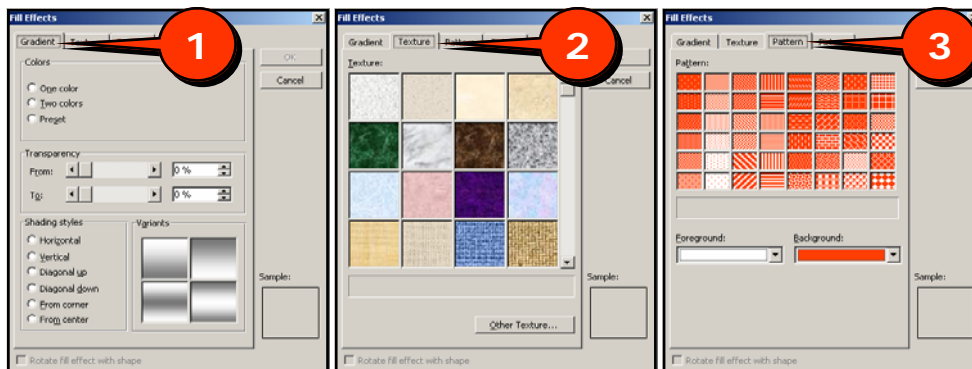


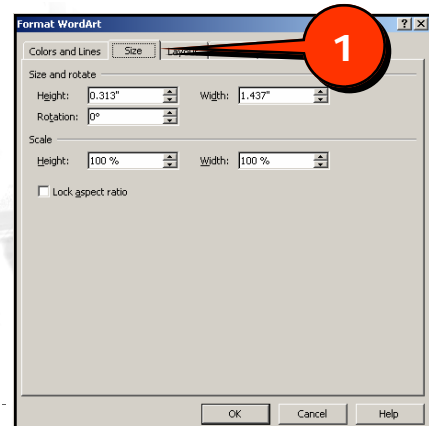
Figure 6



Size

1. Click the **Format WordArt** icon.
2. Click on the **Size** tab in the Format WordArt window (**Figure 7, 1**).
3. Under **Size and Rotation**, type in a precise height, width, rotation of the WordArt object.
4. Under **Scale**, type in a specific Height and/or Width to enlarge or shrink a WordArt object.
6. Click **OK**.

Figure 7



Position

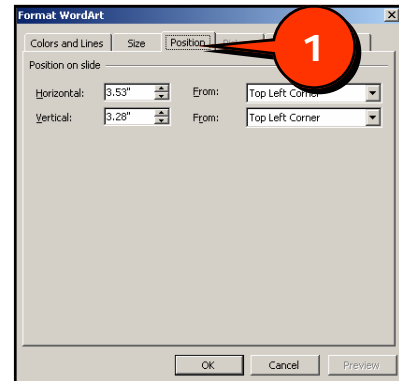
1. Click the **Format WordArt icon**.
2. Click on the **Position** tab in the Format WordArt window (**Figure 8, 1**).
3. **Type** in the precise horizontal and/or vertical position that you wish your WordArt object to appear on the page
4. **Choose** whether that position is relative to the Top Left Corner or the Center of the page.
5. Click **OK**.



Note: The Position tab is not available in all applications.

- In **Word 2003**: Click the Layout tab and then click the Advanced button.
- In **FrontPage 2003**: Click Layout tab, choosing a layout style and then type in the new location of the WordArt object.

Figure 8



Picture

It is possible to fill the WordArt Object text with a picture.

Figure 9



1. Click the **Format WordArt icon**.
2. Click on the **Colors and Lines** tab in the Format WordArt window.
3. Click the **Down Arrow** to the right of Color.
4. Click **Fill Effects**. The Fill Effects window will appear.
5. Click the **Picture** tab (**Figure 9, 1**).
6. Click **Select Picture...** (**Fig 9, 2**). The Select Picture window will appear.
7. **Navigate** to the picture with which you wish to fill the WordArt object.
8. Click **Insert** (**Fig 9, 3**).
9. Click **OK** on the Fill Effects window.
10. Click **OK** on the Format WordArt window. The picture will become the fill of the WordArt object (**Fig 10**).

Figure 10

